State of Arizona
Department of Education

Jaime A. Molera
Superintendent of
Public Instruction

November 2, 2001
CN-23-02

MEMORANDUM

TO: Administrators of the National School Lunch Program

FROM: Lynne Dulin, Director – Student Services Division

SUBJECT: Point of Sale System Questionnaire

The Student Services division of the Arizona Department of Education is sending the attached survey to all Food Service managers in order to learn more about the Point of Sale systems currently in use. Student Services will use this information to design a file format so districts that wish to do so can upload files from the most commonly used POS systems to the new Child Nutrition Program system. The goal is to design a format that maximizes the use of existing file export features, and requires few if any changes to existing POS systems.

Please return the completed survey within five working days to:

Arizona Department of Education
Child Nutrition Programs
1535 West Jefferson Street, Bin 7
Phoenix, Arizona 85007

If you have any questions about the survey or how it will be used, contact the Project Manager of the Child Nutrition Project:

    Andrew McDonald
    Project Manager, Child Nutrition Project
    mailto:amcdona@ade.az.gov / mailto:andrewmcdonald@spherion.com
    (602) 364-1976

Arizona Department Of Education
Student Services

Point Of Sale System Questionnaire

How to fill out this survey

All sites should fill out questions 1-8. Sites that use a Point of Sale system for their food service should fill out questions 9-36 as well.

Thank you for taking the time to answer this survey; your answers will help make sure the Child Nutrition Project meets your needs.

Site Information	
1. School/Site Name:	2. CTDS:

Food Service Manager	
3. Name:	
4. Phone:	5. E-mail (if applicable):

Food Service Office	
6. Does your Food Service office have a computer? ☐ Yes ☐ No	7. Does your Food Service office have a connection to the Internet? ☐ Yes ☐ No

Use of Point-of-Sale System
8. Does your site use a Point-of -Sale system? ☐ Yes ☐ No If No, stop here and return the survey.

Data Transfer
9. Does your POS system include utilities to import/export data from/to other systems? ☐ Yes ☐ No
10. Does your POS system include utilities to transfer data from school systems and consolidate at a district system? ☐ Yes ☐ No

POS Vendor
11. Name of vendor company (select all that apply): ☐ Accu-Scan (Meal Tracker™) ☐ Comalex (Café Central™, Café Terminal™, FARMA™, Café Prepay™, Pay4Lunch™, ePay4Lunch™, PayForLunch™, ePayForLunch™) ☐ MicroCheck Systems (Win-Far™, Win-Check™, Win-Master™, M-Check™) ☐ Rodlan (School Lunch™) ☐ School-Link Technologies (SNAP™, WinSNAP™) ☐ Other (please specify):

Arizona Department Of Education
Student Services

Vendor Contact
If you selected Other in question 11, answer questions 12-15.
If you chose a vendor from the list, skip to question 16.

Name of contact at vendor:

13. Contact phone:	14. Contact E-mail (if applicable):

15. Mailing address:

Point-of-Sale Equipment

16. Does your POS device include a photo display to authenticate the student being served?

☐ Yes   ☐ No

17. Does your POS device display meal menus?   ☐ Yes   ☐ No

18. Does your POS device perform edit checks required by USDA regulations?   ☐ Yes   ☐ No

19. Does your POS device conceal eligibility status?   ☐ Yes   ☐ No

POS Software

20. Name of POS software (select all that apply):

☐ Café Central™   ☐ Pay4Lunch™

☐ Café Prepay™   ☐ School Lunch™

☐ Café Terminal™   ☐ SNAP™

☐ ePay4Lunch™   ☐ Win-Check™

☐ FARMA™   ☐ Win-Far™

☐ M-Check™   ☐ Win-Master™

☐ Meal Tracker™   ☐ WinSNAP™

☐ Other (please specify):

21. Version installed:

22. Installation Date:	23. Latest version available:

Arizona Department Of Education
Student Services

Implemented Software Features

24. Do you use your POS software for processing applications for free/reduced price lunch?

☐ Yes ☐ No

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225. Do you use your POS software as a student database to store information about:

  a. Student meals account?   ☐ Yes   ☐ No

  b. Free/Reduced Price Lunch eligibility?   ☐ Yes   ☐ No

  c. Periodic pre-payment by parent/guardian?   ☐ Yes   ☐ No

  d. Student photo?   ☐ Yes   ☐ No

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26. Do you use your POS software to control student access to and charge for meals by electronic media?

  a. PIN   ☐ Yes   ☐ No

  b. Magnetic card   ☐ Yes   ☐ No

  c. Bar-coded card   ☐ Yes   ☐ No

Additional Features

27. Do you use your POS system for daily meal counts and participation reporting? ☐ Yes ☐ No

28. Do you use your POS system to produce monthly reimbursement claims? ☐ Yes ☐ No

29. Do you use your POS system for meal/menu production planning? ☐ Yes ☐ No

30. Do you use your POS system for Inventory & purchasing management? ☐ Yes ☐ No

31. Do you use your POS system for warehouse management? ☐ Yes ☐ No

32. Does your POS system include a Food Services general ledger? ☐ Yes ☐ No

33. Do you use your POS system for cash/revenue/receivable management? ☐ Yes ☐ No

34. Do you use your POS system for tracking accounts payable? ☐ Yes ☐ No

35. Do you use your POS system for tracking fixed assets? ☐ Yes ☐ No

36. Do you use your POS system for financial reporting? ☐ Yes ☐ No

State of Arizona
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Jaime A. Molera
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November 29, 2001
CN 24-02

MEMORANDUM

TO: New Administrators of the National School Lunch, School Breakfast and Special Milk Programs

FROM: Rick Hall, Team Leader
School Nutrition Programs

SUBJECT: School Nutrition Programs Application – School Year 2001-2002

Thank you for your interest in the National School Lunch, School Breakfast and/or Special Milk Programs. A 2001-2002 School Nutrition Programs application packet is included with this memo. Please read carefully the enclosed information and return the completed application packet to the Student Services office address listed in the enclosed application instruction booklet.

Please note that you cannot start claiming meals for the 2001-2002 school year until your application packet is filled out completely and accurately, and the two copies of the Food Service Agreement have been signed by the Superintendent of Public Instruction at the Arizona Department of Education. The signature date of the Superintendent of Public Instruction, on page 17 of the Food Service Agreement, is the date your application becomes active; you may start claiming meals from that day forward. *We cannot retroactively reimburse for meals that were served before the signature date.*

If you have not yet done so, you or another person designated as responsible for the administration of the programs must attend a Training Seminar **prior** to being approved to participate in the programs. Please see the enclosed brochure for a complete description and schedule of all professional training seminars. Once you have attended a training and your application is approved, you will receive a Confirmation Application and Site Information page for your records, as well as information on reimbursement claim forms, and if applicable, commodity foods.

If you have Internet access many of the enclosed forms will be available for downloading from our Web site. You will also find additional information regarding our programs. Please visit http://www.ade.state.az.us/programs/health-safety/cnp/Default.htm

If you have any questions about the application materials or need more information, feel free to contact Tracey Nissen at (602) 542-8708, you may also contact our office at (602) 542-8700, or our toll free number at (800) 352-4558.